

DEBDEN PRIMARY ACADEMY
MEETING OF LOCAL GOVERNING BOARD
Minutes of the meeting held on 4 July 2019

Name	Type	Office	Term
Vacancy	Parent		
Tomas McCallion	Parent		
Sarah Belchambers	General Member		27/03/2022
* Catherine Gibson	General Member		
Sarah Mitchell	General Member	Executive HT	Ex officio
Lin Stephenson	General Member	Chair	01/01/2021
* Liam Tobin	General Member		27/03/2022
* Louise Gurney	Staff	HT	Ex officio
* Jo Fradd	Staff	Deputy HT	01/01/2021
Rev. John Saxon	Foundation: Incumbent		Ex officio
In attendance			
Tom Bennett		Clerk	
* indicates absence			

John Saxon opened the meeting with a prayer

19/19 Apologies for absence

Apologies were received and accepted from Jo Fradd, Catherine Gibson and Liam Tobin. Sarah Mitchell had sent advance notification of her late arrival.

Action

20/19 Membership

a) Current membership of the LGB

The meeting considered the current membership of the LGB and its capacity to meet the governors' responsibilities.

There was currently one parent vacancy and it had been agreed at the last meeting to ask the GOMAT Board to re-appoint one of the General Member Governors with a child at the school as a parent governor. This would provide the Academy with a better chance of finding a suitable governor with the identified skill set without the restriction of being a parent.

It was **agreed** to advertise the vacancy in September following the re-appointment of other governors by the Board.

There will be a staff governor vacancy with Jo Fradd leaving the Academy and it was **agreed** to hold a staff election to find a replacement in September.

The Board of Directors had considered the Academy's request to increase the number of governors to help share the workload as well as strengthen the LGB. The Directors had agreed in principle to the request but had asked the LGB to review its skills and experience to identify those skills that needed strengthening.

It was **agreed** the LGB needed to strengthen its finance skills and the Chair would advise the Board of Directors for their September meeting.

HT

HT

Chair

b) Committee Membership Governor responsibilities 2019-20

The Chair asked the governors to consider whether if they were happy with or would like to change the committees they were members of and their monitoring responsibilities.

It was provisionally the membership of each committee would be:

Finance & Premises	Teaching & Learning	Marketing
Tomas McCallion	Catherine Gibson	Sarah Belchambers
Lin Stephenson	Lin Stephenson	Matthew Hawley
Matthew Hawley	Matthew Hawley	
Governor vacancy	Sarah Belchambers	
John Saxon [Chair]	John Saxon	
	Sarah Mitchell	
	Liam Tobin	
	Staff Governor	

The following governor monitoring responsibilities were provisionally agreed:

Governor	Responsibilities
Sarah Mitchell	English, Foundation subjects??
Matthew Hawley	Curriculum Overview, Equal Opportunities
Liam Tobin	Maths, PE and Sports Grant
Catherine Gibson	Science, Early years and pre-school
Sarah Belchambers	Art, Humanities, H&S
Tomas McCallion	ICT,
John Saxon(Vice chair)	RE & Worship, SEND, Pupil Premium
Governor vacancy	TBC
Lin Stephenson(Chair)	Safeguarding
Lin Stephenson	PHSEE
	To be reviewed again at the September meeting with the new Headteacher.

21/19 Notification of urgent AoB

Pupil Survey.

22/19 Declaration of business interests [All]

No governor declared a potential conflict of interest with any of the items to be discussed at the meeting or that they had received or given a gift or hospitality that could or be perceived to compromise their impartiality when dealing with matters for the Academy.

23/19 Minutes of the previous meeting [LS]

The minutes of the previous meeting held on 4 April 2019 were approved as an accurate and true record of the meeting.

24/19 Matters arising [LS]

Minute 17/19 – Headteacher’s Report

It was agreed at the last meeting to provide some dedicated time for governors to receive a more detailed briefing on the data on the Primary Inspection Data Summary Report used by Ofsted prior when carrying out an inspection and the interventions the Academy had in place to address any under performances. It was **agreed** to ask Matt Hawley to arrange this at the end of September 2019.

HT

All other matters arising from the previous minutes had been completed or were covered on the agenda.

25/19 The Headteacher’s Report

Sarah Mitchell provided an overview of the Headteacher’s Report and the following points were made:

The Academy was still waiting the Foundation and SATs pupil exam result that were due the week following the meeting.

The main issue was the budget for 2019-20 due to the low number of children on the census at January 2019. The EHT had carried out a full review of the teaching staff and Learning Support Assistants [LSAs] with Sarah Bailey, the Academy’s Special Educational Needs Coordinator [SENCO], to identify and match teachers and LSA’s to pupils’ educational needs. One child, with an Education and Health Care Plan [EHCP], will need one-to-one support in Reception 2019 and this will require the appointment of an extra part time LSA.

26/19 Academy Development Plan/ Self Evaluation Form

a) Academy’s Development Plan [ADP] for 2018-19

The Teaching and Learning Committee had reviewed the ADP and the progress being made to implement the key priorities for 2018-19. The ADP needed to and would be updated by the end of the academic year to reflect all the actions taken to implement the key priorities for 2018-19 and would be presented at the September 2019 meeting.

HT

b) Academy’s Development Plan for 2019-20

Following on-going school monitoring the key priorities for the next academic year will be:

- Leadership and Management
- Teaching and learning
- Assessment English - SPAG
- Providing a broad and balanced curriculum
- Governance

Once we have the final data, Matt Hawley will be able to draw up a detailed ADP based on these areas and formulate the SEF with other staff members and governor input.

c) Self Evaluation Form [SEF]

The meeting received and noted the updated SEF and the Academy’s assessment on:

- Effectiveness of leadership and management
- The quality of teaching, learning and assessment
- Personal development, behaviour and welfare

- Outcomes for pupils
- Effectiveness of the early years provision
- Overall effectiveness
- Progress made with Ofsted areas for improvement: May 2015

27/19 Pupil Premium

EHT/HT

A report on the use of the Pupil Premium Grant and the impact on disadvantaged pupils eligible for the funding were included within the Headteacher's Report.

The details of the Pupil Premium and Sports Premium included on the school's website needed to be updated by the end of the current academic year.

28/19 Pre-school provision (LS)

The Chair reported the discussions on setting up a new Pre-School at the Academy were on hold and had been transferred to the GOMAT Board in light of the need to ensure all appropriate legal and other arrangements between the Trust and operator were in place.

29/19 Budget 2019-20

John Saxon introduced the draft Budget 2019-20 and highlighted the following points:

- The General Academy Grant [GAG], based on the number of pupils, was lower due to the low number of pupils on the census at October 2018 and Spring 2019.
- GAG funding for children with SEND also was lagged and reflected the increased number of children on the SEND register.
- The Board of Directors had agreed to use up to £20,700 from the School Improvement Fund to provide Exec Head support for one day per week and to subsidise the cost of the senior teacher for Years 5/6 for the forthcoming academic year.
- Staff costs included savings to reflect the review and restructuring of the LSAs.
- The Finance and Premises Committee had requested further information on annual contractual payments for services, that the school subscribed to that they were still relevant and worthwhile.

30/19 Risk Management

EHT

It was noted the Academy did not have an up-to-date risk register and it was **agreed** to send a copy of GCPA's Risk Register to the new Head of School, this need to be a priority for the LGB in Autumn 2019.

31/19 Safeguarding children

The meeting received the annual report to on Safeguarding and Child Protection and noted the following actions and recommendations:

- All governors must complete NGA safeguarding module by the next LGB meeting (certificates are required) or attend the face to face training at St. Thomas More on September 3rd.
- All staff e.g. catering/cleaning should receive annual updates in safeguarding as well as those working in class and the school daily.
- All governors were invited to a safeguarding training half day at St Thomas Moore School on Tuesday 3rd September 2019.
- A governor needs to complete a safer recruitment training course as soon as

	possible.	
	<ul style="list-style-type: none"> All governors should have safeguarding induction before taking up their role. 	
	The EHT agreed to provide safeguarding training to any governors who could not attend on 3 September 2019.	EHT
	It was agreed to include a review of the safeguarding procedures for volunteers supporting and providing services to the school.	Chair
32/19	SEND	
	The EHT reported the SENCO, Sarah Bailey, was enjoying her course to fully qualify as a SENCO and that she had reviewed all the individual interventions used to help children with additional educational needs to ensure they were uniform, focused and purposeful and recorded in pupil's records consistently and timely.	
	It was agreed to circulate the SEND annual report when available.	EHT
33/19	Policies [JF]	
	The meeting there were a number of policies that needed reviewing and updating as necessary and it was agreed the EHT would review and provide a priorities list of the policies for review at the September meeting.	EHT
34/19	Chair's action [LS]	
	None.	
35/19	Correspondence	
	The Chair reported she had received Staff Exit forms for those staff leaving the Academy and agreed to forward them to HR/Personnel.	Chair
	It was agreed to review the Academy's subject leads on the website.	SB
36/19	Minutes/reports of committees	
	a) Finance and Premises Committee	
	John Saxon, the Chair, provided a verbal update of the meeting held immediately prior to the LGB meeting. The committee had reviewed the budget, the CIF funded tender to replace the boilers and CPS recommendations.	
	b) Teaching and Learning Committee	
	Lin Stephenson, the Chair, highlighted the main points of the minutes of the committee's meetings held on the 19 April 2019 and 13 June 2019:	
	The Academy has previously sent a letter to parents clarifying how the Academy used the Pupil Premium funding and Sports Grant. This needs to be done again in September.	
37/19	Church Matters	
	John Saxon reported he had visited the school and attended a meeting of the School Council and would like to propose setting up a Worship Council.	
	He also wanted to look into pupils, other than Kingfisher pupils, making contributions to Church services. Ducklings Class had joined the Parents and Toddlers group at the Church three times now and it was proposed to increase it to every half term and include pupils from Year 1.	
38/19	Governor visits	
	The Chair reported she would be drawing up a new governor visit programme linked to	

the ADP for the next academic year.

39/19 Governor training

The Chair asked all governors to send details and certificates of all courses and training undertaken to John Saxon to include on the governor training register and file them on the One Drive linked to governors' school email addresses.

40/19 Any other business

The Chair reported that she would be carrying out a further pupil survey.

41/19 Date/time of future meetings

The meeting noted the draft schedule of meeting dates for 2019-20 and it was **agreed** to move the September LGB meeting to the 26th September 2019 and confirm the other dates once the GOMAT Board had approved their meeting dates.

Clerk

Signed _____
Chair

Date _____